October 4, 2000

APO MEMO NO: #00-03

TO: ALL COUNTY MENTAL HEALTH PERFORMANCE OUTCOME PRIMARY and
           TECHNOLOGY CONTACTS

FROM: JIM HIGGINS, Ed.D., Chief,
           RESEARCH AND PERFORMANCE OUTCOME DEVELOPMENT

SUBJECT: NEW PROCEDURES FOR PERFORMANCE OUTCOME DATA SUBMISSIONS

In the past, Performance Outcome data submissions have been transmitted to the Department of
Mental Health (DMH) through either the Bulletin Board System (BBS) or the Information Technology
Web Services (ITWS), a secure site. **As of October 1, 2000, the BBS will no longer be
available for Performance Outcome data submissions.** Most counties are currently using the
ITWS to upload data. Counties not using the ITWS will need to obtain authorization. To obtain
authorization, please visit the DMH ITWS website at http://www.dmh.ca.gov and click on the ITWS
menu option. At this site, you will find information on the function of the ITWS and how to begin
enrollment. If you have any questions regarding the enrollment process for the ITWS, you may call
the DMH help desk at (916) 654-3117.

Text files for the Child and Youth and Adult Performance Outcome Systems must be submitted by
using the following conventions:

- ❖ All text files MUST be zipped.
- ❖ Zipped files will **no longer** need to be password encrypted **as long as you are uploading
  via the ITWS, as this is a secure site**.
- ❖ Zipped files MUST be named according to the following NEW conventions:
    - CPODSccYYYYMM#SUBMITTAL.ZIP (CPODS = Child and Youth Performance Outcomes
      System)
    - APODSccYYYYMM#SUBMITTAL.ZIP (APODS = Adult Performance Outcome System)
    - OAPODSccYYYYMM#SUBMITTAL.ZIP (OAPODS = Older Adult Performance Outcome
      System – currently not in production at this time)
        - cc = County code
        - YYYYMM = Four Digit Year and Two Digit Month that data was due
        - # = Submittal sequence number (1 to 9). Each file with a new YYYYMM will have a
          submittal number of "1". Anytime you have to resubmit this file (most likely due to
          errors), the submittal number will increase by 1. The word "SUBMITTAL" must
          follow this number.
- ❖ For example, a file for the Adult Performance Outcome System due on April 16, 2001
  would be named: APODS992001041SUBMITTAL.ZIP. If there is an error with this file and
  the file must be resubmitted with corrections, the new file will be named
  APODS992001042SUBMITTAL.ZIP. You will notice the submittal number is now a "2"
  since this is the second submission for the April 2001 deadline. For the next Adult

Performance Outcome deadline on May 16, 2001, the new file will be named: APODS9920001051SUBMITTAL.ZIP. The submittal number is, once again, a "1" since this is the first submission for the May 2001 deadline.

For technical questions related to the ITWS, please call the DMH help desk at (916) 654-3117. For questions related to data submission, please contact Brenda Golladay, Child and Youth Performance Outcome System, at (916) 654-3291 or Traci Fujita, Adult Performance Outcome System, at (916) 653-3300. Thank you.